

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **PERSONNEL/HUMAN RESOURCES**

DATE: **MAY 9, 2007**

Committee Members Present:

Supervisors Gabriels
Kenny
Haskell
Belden
Stec
F. Thomas
Sokol

Others Present:

William Thomas, Chairman
Hal Payne, Commissioner of Administrative
and Fiscal Services
Joan Sady, Clerk
Paul Dusek, County Attorney
Supervisor Bentley
Supervisor Caimano
Supervisor Champagne
Supervisor Geraghty
Rich Kelly, Personnel Officer
William Lamy, DPW Superintendent
Robert Phelps, Commissioner, Department
of Social Services
Michael Jabaut, Director, DSS
Administrative Services
Lillian Hayes, DSS Fraud Investigator
Robert Iusi, Director, Probation
Nicole Livingston, Deputy Clerk

Mr. Gabriels called the Personnel/Human Resources Committee meeting to order at 9:00 a.m.

Motion was made by Mr. Stec, seconded by Mr. Belden and carried unanimously to approve the minutes of the April 11, 2007 Personnel/Human Resources Committee meeting.

Copies of the Personnel/Human Resources Agenda were provided to the Committee members, and a copy of same is on file with the minutes.

Mr. Gabriels apprised Item 1 was a referral from the Criminal Justice Committee, Probation Department. He noted the request was to fill the vacant position of Probation Officer, base salary of \$38,308, Grade 19, Employee No. 10002, due to resignation.

Motion was made by Mr. Stec, seconded by Mr. Haskell and carried unanimously to approve Item 1 as outlined above.

Mr. Gabriels stated Items 2A and B were referrals from the DPW Committee. The first, he said, was a request to fill the vacant position of Deputy Superintendent/Environmental Engineering Services, base salary of \$75,000, Employee No. 8427, due to resignation.

Motion was made by Mr. Belden, seconded by Mr. Stec and carried unanimously to approve Item 2A as outlined above.

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Mr. Gabriels added Item 2B was a request to create a new position of Assistant Engineer #5, base salary of \$39,240 and to delete the position of Working Supervisor #1, base salary of \$25,652; thereby amending the Department's Table of Organization.

Motion was made by Mr. Stec, seconded by Mr. Belden and carried unanimously to approve Item 2B as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Gabriels expounded Item 3 was a referral from the Social Services Committee, requesting to fill the vacant position of Social Services Investigator in the Fraud Unit, base salary of \$30,812, Grade 11, Employee No. 9304, due to promotion.

Motion was made by Mr. Haskell, seconded by Mr. Kenny and carried unanimously to approve Item 3 as outlined above.

Mr. Gabriels stated Hal Payne, Commissioner of Administrative and Fiscal Services, had provided the Expense Budget Performance Report for review, which was Item 4 on the Agenda.

Mr. Payne noted that the only problem with the report was that the payroll was only posted through March 4, 2007. He added that he had checked with the Treasurers' Office and they had advised that they were behind two months, due to their preparation of the end of the year report. He said they should be caught up by next month.

Mr. Haskell questioned the overtime in the Tourism Department, and commented that 72% of their overtime had spent as of March. Mr. Caimano replied the overtime was due to the fact that most of the consumer shows, and some Motorcoach shows occurred during the winter months.

Mr. Haskell also noted the salaries listed under County Roads, Traffic Control. He stated that 84% of the overtime had been spent, and he questioned what that was for. William Lamy, DPW Superintendent, replied he would need to further research that question. He added that he believed it was for the two employees in the Sign Shop, under the Department of Traffic Control, that also performed the duties of snow and ice removal during the winter. Mr. Belden requested Mr. Lamy to report back to the DPW Committee with the answer to that question.

Mr. Gabriels asked Mr. Payne if the report had been current with the postings, would the overtime be on target. Mr. Payne responded that there was an excess in overtime in some departments, especially in the DPW. Mr. Lamy added that the excess overtime was due to snow storms in April, as well as the fire at the Municipal Center.

Continuing the Agenda review, Mr. Gabriels stated that Item 5 was a request from Paul

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Dusek, County Attorney, to address the Committee regarding Resolution No. 497 of 2006, and adding required civil service review procedures when creating a new position.

Mr. Dusek explained that Resolution No. 497 of 2006 had established procedures to be followed by departments when obtaining approval for positions. He noted that it was brought to his attention by Rich Kelly, Personnel Officer, that if departments were relying on this resolution, it should include the completion of the civil service requirement forms as well. He suggested that a line be added to the resolution concerning the requirements of civil service when approval was needed to create a new position.

Motion was made by Mr. Haskell, seconded by Mr. F. Thomas and carried unanimously to amend Resolution No. 497 of 2006 to include an additional provision covering the civil service aspect as presented, and the necessary resolution was authorized for the next board meeting.

Mr. Gabriels apprised Item 6 was a request from Rich Kelly, Personnel Officer, to address the Committee regarding the City of Glens Falls Civil Service related items.

Mr. Kelly explained that he would be giving a presentation to the City of Glens Falls regarding civil service compliance issues. He noted that within the last year, the City has had three Personnel Officers and many of the procedural requirements had not been updated. He further stated that the City had requested him to address the changes in public administration that had occurred since the County had last administered civil service for the City of Glens Falls. Mr. Kelly reviewed an extensive list of changes that had occurred since 1983, which was when the County last administered civil service for the City. He said that the City had requested the County's assistance in getting their records up to date in order to be in compliance with civil service law. He noted one way to assist the City would be to provide file cabinets and such that the County may have available in surplus to be auctioned. He added that without compliance of civil service, the State could withhold reimbursement for a number of programs.

Mr. Champagne entered the meeting at 9:16 a.m.

Motion was made by Mr. Belden, seconded by Mr. Haskell and carried unanimously to provide the City of Glens Falls with office supplies and furniture that the County has in surplus, which otherwise would be auctioned off. The necessary resolution was authorized for the next board meeting.

Concluding the Agenda review, Mr. Gabriels said Item 7 was a status update on the EAP and MH Net.

Mr. Dusek stated that the CSEA (Civil Service Employees Association) had raised some

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concerns regarding the proposed EAP and therefore, the start of the program had been delayed; however, he said he would be meeting with representatives of the CSEA and MH Net to move forward with the program.

Mr. Dusek requested an executive session, along with the Finance Committee, to discuss labor negotiations.

Mr. VanNess entered the meeting at 9:22 a.m.

Motion was made by Mr. Sokol, seconded by Mr. Belden and carried unanimously that executive session be declared pursuant to Section 105 (e) of the Public Officers Law.

Executive session was declared from 9:23 a.m. to 9:47 a.m.

Committee reconvened. Mr. Gabriels advised no action was necessary pursuant to the executive session.

There being no further business to come before the Committee, on motion by Mr. Belden and seconded by Mr. Haskell, Mr. Gabriels adjourned the meeting at 9:49 a.m.

Respectfully submitted,

Nicole Livingston, Deputy Clerk